Required Forms Guide & Best Practices

The program Required Forms are legal documents to secure your participation in the Summer Programs. All required forms must be completed before your campus arrival, by your deposit due date. The Required Forms Guide & Best Practices provides step-by-step instructions on completing your required forms to support this process. As a reminder, the required forms must be reviewed with your parent/guardian, signed and uploaded as a PDF to your Application Portal. JPEG (screenshots, photos) and zip files will not be accepted. If you have any questions or need clarification, contact the Summer Programs Office at summer@usc.edu, (ATTN: Required Forms Assistance).

Utilize your Legal First and Last Name

Both students and parents/guardians are required to complete fields with their legal first and last names, with proper capitalization. We will not accept any forms with initials, first names only, or preferred names. Preferred names will not be accepted.

Print and Sign on the Appropriate Lines

Remember to print and sign in the appropriate space provided. Electronic signatures are accepted; please do not encrypt or password-protect any pages of your PDF. Be sure to complete the information above the lines, not below.

Clearly and Thoroughly Complete all Fields

Fill out your forms completely and accurately. Make sure that everything you write on the form is clear so the information you provided can be read when we process your form. Complete the entire form unless the form directs you to skip one or more items. If something does not apply to you, write "N/A." This means "not applicable."

Properly Scan all Pages

Use a scanner or a scanning app for quality scans. Make sure each scan is clear and that all text is readable. We cannot accept submitted forms with backgrounds/shadows/color tints or photos of the forms. The scans should be clear with a white background as it appears on the blank forms provided, with no discoloration. Additionally, the entire form should be scanned, with no cropping or extra space.